

## DUTY STATEMENT

<b>Classification:</b> Staff Programmer Analyst (Specialist)	<b>Branch:</b> Information Technology Services
<b>Work Title:</b> Programmer Analyst	<b>Section:</b> Application Development Office
<b>CBID:</b> R01	<b>Position No:</b> 210-1581-008
<b>KEY: (E) IS ESSENTIAL, (M) IS MARGINAL</b>	

### **POSITION DESCRIPTION:**

Under general supervision of the Application Development Office (ADO) Manager, the incumbent will work on complex applications in ASP .NET and SQL, and/or on complex information technology system problems; and works independently as a technical specialist. The incumbent must have a proficient knowledge of data processing concepts, practices, methods and principles within the Systems Development Life Cycle (SDLC) and work as a team member with other programmers and represent the office at internal and external meetings supporting the Energy Commission's Application Architecture.

### **WORKING CONDITIONS:**

The work is performed in an indoor office and/or meeting room setting involving sitting, standing, walking and extended periods of time using a computer.

### **DUTIES AND RESPONSIBILITIES:**

The incumbent works independently as a technical specialist and uses good judgment as an experienced application developer (web or windows based) in conjunction with systems analysis responsibilities. The incumbent supports customers with technical expertise to implement business processes. The incumbent is required to work independently and cooperatively with energy program staff, co-workers in the Information Technology Services Branch (ITSB), and Energy Commission Executives.

The incumbent maintains and supports the Energy Commission's application architecture development standards and exercises good judgment in performing the following specific responsibilities:

- 50% Performs complex analysis, design, and programming support for all energy program divisions and small offices. Implements multi-user information systems in support of the Energy Commission's energy information needs. Develops complex detailed specifications that results in applications and reports using .NET and an SQL server platform. Converts business logic designs into program code utilizing the department's standard application architecture. Develops and implements test plans of programs to validate performance, business and technical requirements. (E)

- 30% The incumbent provides database administration, web enabled and specific system support using Microsoft SQL, performs operational support related to security updates, staff changes, remote access, process changes, and data clean-up. The incumbent will also work collaboratively with staff representing various Energy Commission offices on capacity planning, application documentation, policy/procedure development, problem diagnosis, and end user training. (E)
- 15% Provides assistance to the Database Administrator (DBA) in support of SQL server database management systems. Design and build logical database structures such as: tables, indexes, views, triggers and stored procedures to identify and allocate database space requirements. Monitors the database for performance, optimizes, and modifies the database to provide support and maintenance. Works with Project Managers to convert the business logic and test software to provide upgrades as required. Coordinates application changes using the change control process. Keeps all application code current with the software versions of the enterprise architect. (E)
- 5% Communicates effectively via phone or email with the customer, ITSB managers and product line vendor(s). Documents and tracks all accomplishments, work in progress, and issues related to daily work. Continues to develop technical skills by attending training, studying manuals and publications and attending user groups, vendor fairs and conferences. Performs other programming, project, analytical and technical duties as required and consistent with the specification of this classification. (M)

SIGNATURES	
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position	
<hr/> / Date <b>VACANT</b> Employee	<hr/> / Date <b>SIMON LAU</b> Supervisor